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MONTHLY TECHNICAL PROGRESS REPORT

for the period

June 1 - June 30, 2006

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Philip Ingram, CO**

Under Contract 68-R9-01-01

**Submitted
by**



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Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Task Order	1
1.2 Close-Out of the Task Order	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding ..	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM	
Production	3
3.1 Freedom of Information Act (FOIA)	4
3.2 Photocopy and Redaction Service	4
3.3 CD-ROM Service	4
3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters	4
Task 4: Administrative Records (ARs) and Special Collections Management	5
4.1 Microfilm and Electronic Media Management	5
Task 5: Manage the Day-To-Day Operations of the Superfund Records Center	5
Task 6: Training and Orientation	6
Task 7: Online Operations and Internet Support	6
Task 8: Attend Meetings and Teleconferences	6
II. DIFFICULTIES ENCOUNTERED	6
III. PERSONNEL ACTION	7
IV. SUMMARY OF TECHNICAL DIRECTION	7
V. STATISTICS	8
VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK	9
Task 1: Project Management	9
1.1 Manage the Task Order	9
1.2 Close-Out of the Task Order	9
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding ..	9
2.1 Organizing and Indexing	9
2.2 Document Pick-up, Processing, File Management, and Storage	9
2.3 Scanning	9
2.4 SCAP Support and WasteLAN Data Entry	9

2.5	Financial Documentation/Cost Recovery Packaging	10
2.6	Recycling and Shredding	10
Task 3:	Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production	10
3.1	Freedom of Information Act (FOIA)	10
3.2	Photocopy and Redaction Service.....	10
3.3	CD-ROM Service	10
3.4	Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	10
Task 4:	Administrative Records (ARs) and Special Collections Management	10
4.1	Microfilm and Electronic Media Management	11
Task 5:	Manage the Day-To-Day Operations of the Superfund Records Center	11
Task 6:	Training and Orientation.....	11
Task 7:	Online Operations and Internet Support	11
Task 8:	Attend Meetings and Teleconferences.....	11
APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM MAY 29 THROUGH JUNE 25, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU).....		12

**EPA Contract No. 68-R9-01-01
Superfund Records Management Support, Region 9**

**Monthly Report
June 2006**

TOAM: Elaine Chan
TOM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on June 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were all submitted to the TOAM on June 14.

The Records Center Performance Measurement Reports were submitted to the TOAM on June 13.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on June 12.

Future Activities

Monthly technical and financial reports will be delivered to the TOAM by the 10th of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

1.2 Close-Out of the Task Order

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan for the Closeout of Contract 68-R9-01-01 and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,945 documents and edited 3,252 index records in the Superfund Document Management System 2 (SDMS2) database.

A Librarian IV eliminated the indexing backlog of the Long Beach Naval Station site this month.

The site assessment Librarian IV received 1.7 ft. of new documents, of which 1 ft. was federal facilities documents, and processed 15 new sites. In addition, 4.5 inches of Oil Facility Response Plans material were received.

Staff shifted approximately 117 ft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 2 site files, reorganizing, purging duplicate documents, and revising the indexing on SDMS2 when needed. Then the site assessment Librarian IV shelfread the entire site assessment collection (315 ft.) to ensure correct order of the files and to find and repair damaged folders.

The site assessment Librarian IV worked 3.8 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

25 ft. of documents were collected from 75 Hawthorne. A total of 11 Transfer of Records forms was processed.

2.3 ft. of documents were retrieved from off-site storage at the FRC.

Document Processing staff processed documents (which includes removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Frontier Fertilizer Groundwater and Soils OU – Update 2 Administrative Record (1 ft.).

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on June 8. The Contracts On-Site Box Storage Report was updated on June 9, 16, and 23.

Future Activities

Staff will continue to organize, verify, and retire material in the Box Storage Department.

Staff will continue to process files, and shelve and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will continue to retire site file documents to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured 2,261 documents (54,175 pages) during June.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC/NARA.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to collect and index SCAP accomplishment documents.

2.5 Financial Documentation/Cost Recovery Packaging

Nine Financial Cost Documentation Packages for the following sites were processed or updated through the Accounting, Program, or Enforcement Final copy:

CENTRAL EUREKA MINE, OU 00 (SSID 09AQ)
MODESTO GROUND WATER CONTAMINATION, OU 0 (SSID 09J4)
MOTOROLA, INC (52ND STREET PLANT), OU13, (SSID 09BE)
PHOENIX GOODYEAR AIRPORT AREA, OU 06 (SSID 0919)
PYRAMID LAKE OIL SPILL, OU 00 (SSID Z9AA)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - BURBANK UNIT, OU 03 (SSID 09L6)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - GLENDALE UNIT, OU03 (SSID 09N2)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - GLENDALE NORTH (SSID 09N2)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) - GLENDALE SOUTH (SSID 09N2)

Cost Recovery Department staff scanned 48 documents into the SCORPIOS system. Total scanning hours: 5.

The Cost Package Documentation Index was updated on June 9, 16, and 23.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on June 30.

Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 7.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 85 requests for documents, performed 439 database searches in SDMS2, and provided 2,361 documents for EPA staff and other requesters.

Forty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and the Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 1.

Staff sent out 53 Document Location Notices to EPA staff and contractors.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS2 database.

3.1 Freedom of Information Act (FOIA)

Staff provided 22.1 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM, or electronic formats for 7 requests.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 6,417 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 538 pages from SDMS2.

At the request of EPA staff, 39 documents from the Frontier Fertilizer site were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 14 requests for documents on CD-ROMs. A total of 44,087 pages was copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

The following ARs or special collections were compiled, copied, and sent to repositories in June:
Frontier Fertilizer AR, Update 2, sent June 9
Pacific Aerospace Services, Inc. Removal AR, sent June 22

Work-performed compilations were for the following sites were created or updated during the month:
MEW STUDY AREA, OU 01 (SSID 09M6)
MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
MONTROSE CHEMICAL CORP, OU 03 (SSID 0926)
RIO TINTO COPPER MINE, OU 01 (SSID 09BY)
SAN GABRIEL VALLEY (AREAS 1-4) - SO EL MONTE UNIT, OU 05 (SSID 094X)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

No activity occurred in this reporting period.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Archival microfilm will be shipped to EPA headquarters for transfer to the Federal Records Center in Suitland, Maryland.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:
The TOM held an all-hands staff meeting on June 27.
The TOM held a Managers/Supervisors meeting on June 21.
The RIM IV/Circulation Department Supervisor held departmental meetings on June 20 and 22.
The RIM IV/Head Indexer held a departmental meeting on June 20.
The RIM IV/Computer Support Department Supervisor held a departmental meeting on June 19.

The TOM requested and received approval for purchase of: archival photograph sleeves from Light Impressions on June 27, and scanner consumables from Provantage.com on June 27.

Future Activities

The TOM and department heads will continue to conduct staff meetings.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well stocked and in working order.

Task 6: Training and Orientation

At the request of the TOAM, Librarian IVs gave SDMS2 training to three EPA staff on May 31, June 16, and June 20. Each was given a copy of the SDMS2 User's Manual for EPA Staff.

At the request of the TOAM, in June staff gave 4 EPA staff tours of the Records Center, introduced them to services offered by the Circulation Department, and trained them on the use of various Express Link online request forms. All were given copies of the indexing Route Slip, Telephone Numbers Bookmark, and the Orientation Highlights handout.

At the request of the TOAM, on June 13 the TOM gave a tour of the Records Center to prospective bidders on the upcoming contract for operation of the facility.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for off-site storage (at Richmond Labs) on June 7.

Staff assisted 6 EPA staff persons with technical problems relating to SDMS2 during the month.

At the request of the TOAM an IS III installed SDMS2 for 3 EPA staff members this month.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

At the request of the TOAM, the TOM and RIM IV/Assistant Manager attended a national SDMS2 Workgroup conference in New York, NY on June 6-7. Summary reports were provided to the TOAM on June 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in July.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized Express Link Work Request forms to submit direction for 28 new projects. In addition, the TOAM submitted 7 requests for information or support in person, via telephone or E-mail.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,539	30.5	352

Inventories

Records Surveyed	Year to Date
18.7 LFT	275.7 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	157.5 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
53	1	0	0	15	0	2	1	72

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Task Order

The monthly report was submitted to the TOAM on 6/2/06.

The Prioritized Projects Report was submitted on 6/14/06.

The Records Center Performance Measurement Reports were submitted to the TOAM on 6/13/06.

The CBI Circulation/Disclosure Report was generated and submitted to the TOAM on 6/1/06.

The reconciled site-specific distribution of direct costs report (site-specific detail attachment) for invoice #0064 was submitted to the TOAM on 6/12/06.

The semi-annual property inventory was completed and submitted to the TOAM on 1/11/06.

The TOM met with the TOAM and the Contracting Officer on 2/7/06 to review the monthly reports and to verify the status of the Task Order.

1.2 Close-Out of the Task Order

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

25,335 documents have been indexed and quality assured in SDMS2 as of 6/30/06.

2.2 Document Pick-up, Processing, File Management, and Storage

480.3 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/06.

157.5 lft. of records have been organized and sent to the FRC as of 6/30/06.

124.4 lft. of records have been retrieved from off-site storage at the FRC in response to EPA requests as of 6/30/06.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on 6/8/06.

2.3 Scanning

30,644 documents (600,644 images) have been scanned into SDMS2 as of 6/30/06.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, logged, and indexed 22 SCAP accomplishment documents as of 6/30/06.

2.5 Financial Documentation/Cost Recovery Packaging

85 Financial Cost Documentation Packages have been processed as of 6/30/06.

253 financial documents have been scanned into SCORPIOS as of 6/30/06.

2.6 Recycling and Shredding

65.2 lft. of documents have been recycled/shredded as of 6/30/06.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

41,558 documents have been retrieved and provided to EPA staff or the public as of 6/30/06.

506 site file indices/databases have been generated and submitted for various sites in response to EPA requests as of 6/30/06.

Online searches were performed and custom indices for the Denova Environmental Inc. site file were submitted on 6/22/06.

3.1 Freedom of Information Act (FOIA)

As of 6/30/06, circulation staff has provided support for 71 FOIA requests. Billing data for 121.3 hours have been submitted to EPA.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 82,286 non-FOIA-related pages for EPA and other requesters and sent approximately 41,431 pages off-site to a copy service.

135 site file documents have been redacted for release as of 6/30/06.

3.3 CD-ROM Service

282 CD-ROMs or CD-ROM sets containing 1,535,237 images have been produced and supplied to EPA staff or the public as of 6/30/06.

3.4 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

5 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/06.

Task 4: Administrative Records (ARs) and Special Collections Management

19 remedial and removal Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/06.

The Yolo County Library, Davis Branch was called for information on 5/25/06 and the Repositories database was updated on 5/25/06.

Quality assurance of San Gabriel Valley, Baldwin Park OU Miscellaneous Documents CD was completed on 6/26/06.

31 work-performed compilations have been completed as of 6/30/06.

4.1 Microfilm and Electronic Media Management

No activity has occurred under this subtask to date.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Equipment/supplies recommendations were completed on 6/27/06.

Operation and maintenance of the Records Center continued as of 6/30/06.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/27/06.

Task 6: Training and Orientation

Environmental Protection Specialist Sarah Kloss received SDMS2 training on 6/30/06.

EPA Intern Kristin Garcia received training/orientation to the Records Center on 6/28/06.

A tour of the Records Center for visitors was completed on 6/13/06.

Task 7: Online Operations and Internet Support

Back-up tapes were delivered to FIRM for off-site storage on 6/7/06.

Assistance with technical problems was provided to EPA staff person Jackie Lane on 6/22/06.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS2 Workgroup teleconference meetings on 3/15, and 4/19/06.

Staff attended the national SDMS2 Workgroup Meeting held at New York, NY on 6/6-7/06.

A summary report on the national SDMS2 Workgroup Meeting held at New York, NY was submitted to the TOAM on 06/21/06.

**APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM MAY 29 THROUGH JUNE 25,
WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)**

SSID	OU	SITE NAME
E5	00	ABCO METAL FINISHING
H1	01	ADVANCED MICRO DEVICES #915
16	01	AEROJET GENERAL CORP RANCHO CORDOVA
Z8	00	ALCO PACIFIC INC
--	00	AMERICAN SAMOA HIGH SCHOOL LABS DEUX
GU	00	ANACONDA COPPER CO YERINGTON MINE
C6	01	APACHE POWDER
T9	00	APODACA & SONS PLATING
34	01	ATLAS ASBESTOS MINES
R6	01	CARSON RIVER MERCURY SITE
3H	01	CASMALIA RESOURCES
AQ	00	CENTRAL EUREKA MINES
45	01	COAST WOOD PRESERVING
--	00	CONTINENTAL CAN CO USA PLT 80
1N	01	COOPER DRUM
H4	01	CRAZY HORSE SAN LDFL
36	02	DEL AMO FACILITY
AG	01	DEL MONTE CORP (OAHU PLANTATION)
HB	00	DENOVA ENVIRONMENTAL INC
--	00	EAST PALO ALTO REVOLVING LOAN FUND PILOT
H6	01	EL TORO MARINE CORPS AIR STATION
KG	00	ELECTRO TREATMENT INC
DF	00	ENVIROPUR/PRC
62	01	FAIRCHILD CAMERA S SAN JOSE
CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
Q6	01	FORT ORD
P5	00	FRENCH CAMP SITE
H7	01	FRESNO SANITARY LDFL
4R	01	FRONTIER FERTILIZER
EJ	00	GAMBONINI MERCURY MINE
--	00	GE UAO SITE FILES
--	00	GEORGIA PACIFIC CORP FORT BRAGG
NZ	00	GRAYBILL METAL POLISHING, INC
8M	00	HAMILTON AFB
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
J2	01	INTERSIL/SIEMENS
MX	00	IRON KING MINE & TAILINGS
17	01	IRON MOUNTAIN MINE
NX	00	JAQUAYS ASBESTOS CO
39	01	JIBBOOM JUNKYARD
--	00	KERN FRONT OIL FIELD
KW	00	KNOX STREET MERCURY
--	00	LA COUNTY WATTS CHILDCARE CTR
7J	02	LEHR OLD CAMPUS LANDILL USDOE
1A	01	LEVIATHAN MINE
89	01	LORENTZ BARREL & DRUM CO
--	00	LUST INDIAN COUNTRY PROJECT
8P	00	MARE ISLAND NAVAL SHIPYARD
FK	00	MASONITE MILL MESCOT FIELD SITE

65	01	MATHER AFB (AC&W DISPOSAL SITE)
41	01	MCCLELLAN AIR FORCE BASE
04	01	MCCOLL
1E	01	MCCORMICK & BAXTER CREOSOTING CO
M6	01	MEW STUDY AREA
--	00	MOBIL CHEMICAL COMPANY
J4	01	MODESTO GROUNDWATER CONTAMINATION
26	01	MONTROSE CHEMICAL CORP
26	03	MONTROSE CHEMICAL CORP
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	04	MOTOROLA INC (52ND STREET PLANT)
BE	05	MOTOROLA INC (52ND STREET PLANT)
BE	13	MOTOROLA INC (52ND STREET PLANT)
BE	19	MOTOROLA INC (52ND STREET PLANT)
BE	24	MOTOROLA INC (52ND STREET PLANT)
BE	30	MOTOROLA INC (52ND STREET PLANT)
BE	31	MOTOROLA INC (52ND STREET PLANT)
BE	32	MOTOROLA INC (52ND STREET PLANT)
15	01	MOUNTAIN VIEW MOBILE HOMES
--	00	NAVAJO NATION URANIUM MINES (2)
J5	01	NEWMARK GROUNDWATER CONTAMINATION
05	01	NINETEENTH AVENUE LANDFILL
MZ	00	NORTHEAST CHURCHROCK MINE SITE
78	01	NORTON AIR FORCE BASE
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
58	00	OPERATING INDUSTRIES INC LNDFL
58	01	OPERATING INDUSTRIES INC LNDFL
--	00	PACIFIC AEROSPACE SERVICES, INC
--	00	PERCHLORATE COLLECTION
19	01	PHOENIX GOODYEAR AIRPORT AREA
19	06	PHOENIX GOODYEAR AIRPORT AREA
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
21	01	PURITY OIL SALES INC
--	00	PYRAMID LAKE OIL SPILL
DM	00	QPC (QUALITY PRINTED CIRCUITS)
--	00	RAIL SPUR CAPITOL ENGINEERING
--	00	RAND MINING COMPANY
BY	00	RIO TINTO COPPER MINE
J7	01	RIVERBANK ARMY AMMUNITION DEPOT
L1	00	SAIPAN #1 (PCB)
59	01	SAN FERNANDO VALLEY AREA WIDE
L6	03	SAN FERNANDO VALLEY BURBANK OU
N2	03	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	00	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
ES	01	SAN GABRIEL VALLEY ALHAMBRA OU
--	02	SAN GABRIEL VALLEY AZUSA IRWINDALE STUDY AREA OU
M5	01	SAN GABRIEL VALLEY BALDWIN PARK OU
7B	08	SAN GABRIEL VALLEY EL MONTE OU
7B	09	SAN GABRIEL VALLEY EL MONTE OU
8V	04	SAN GABRIEL VALLEY PUENTE VALLEY OU

8V	05	SAN GABRIEL VALLEY PUENTE VALLEY OU
4X	01	SAN GABRIEL VALLEY SOUTH EL MONTE OU
4X	05	SAN GABRIEL VALLEY SOUTH EL MONTE OU
44	01	SELMA TREATING CO
44	02	SELMA TREATING CO
80	01	SHARPE ARMY DEPOT
--	00	SHELDON MINE
64	01	SOUTH BAY BASIN
--	00	SUNRISE MOUNTAIN LANDFILL
81	01	TH AGRICULTURE & NUTRITION CO
Q5	01	TRACY DEFENSE DEPOT
M7	01	TRAVIS AIR FORCE BASE
P3	01	TREASURE ISLAND NAVAL STATION HNT PT AN
6Y	01	TUCSON WESTCAP (TUCSON INTERNATIONAL AIRPORT AREA)
--	00	UNITED CONCRETE PIPE DIV-US PIPE&FOUNDRY
R3	01	UNITED HECKATHORN, RICHMOND
9X	01	VERDESE CARTER PARK
C1	01	WASTE DISPOSAL INC
--	00	WESTCOAST OIL & GAS CORP GOOSEBERRY MINE
97	01	WESTINGHOUSE ELECTRIC (SUNNYVALE PLANT)
--	00	WOODLAND OFFICE PARK SUITE
--	00	YUMA GISS PKY PROJECT
NA	00	ZEIBRIGHT MINE